



Volunteer Position Description

Title: Consultant – OUR BUSINESS WORLD (OBW)

About Junior Achievement:

Junior Achievement (JA) is an international not-for-profit organization supported by local business and organizations. JA delivers a variety of business, entrepreneurial and life skill programs to students throughout the country at no cost to students or school boards. JA programs provide youth with relevant education, the opportunity to learn about business first hand and contribute to increased self-confidence and self-sufficiency. Volunteers from the business community, service clubs and the public sector facilitate all JA programs.

Purpose

Our Business World is a dynamic program that introduces Grade 6 students to the fundamentals of starting a business. Through the consideration of four key business concepts, students develop an understanding of how a business is run. Topics covered in OBW lessons include: roles and responsibilities of management, application and interviewing skills, unit vs. mass production and an introduction to “smart consumerism”.

Responsibilities / Activities Working with:

- Grade 6 students
- Grade 6 classroom teacher
- JA Program Staff
- Attend orientation and training session
- Communicate with school and JA
- Independent program preparation
- Facilitate the program using JA provided materials
- Lead class discussion and involve students in activities
- Classroom at local elementary or middle school
- Working with approximately 30 Grade 6 students, teacher and the Program Manager in your region

Working conditions

Time commitment

- Program is delivered during school hours
- Training session 1.0 hours
- Preparation 2.0 hours
- 4 classroom visits 4.0 hours
- (4 one hour visits or 2 two hour visits)

Skills, experience and qualifications

Personal traits, qualities desired

- **Total: 10.0 hours**
- Strong presentation and communication skills
- General business knowledge
- Must be comfortable with this age group
- Commitment to task
- Punctuality
- Creative
- Energetic and enthusiastic
- Willingness to share relevant experiences

Orientation / training and support

- Positive role model
- Sense of humour
- Enjoy working with students
- One-hour training session
 - JA orientation
 - Volunteer Handbook - Review of Volunteer Policies and Procedures
 - Direction on the facilitation of the program

Benefits

- Make a difference in the life of a student!
 - Build their self-confidence
 - Encourage them to explore career opportunities
 - Develop their leadership, presentation and facilitation skills
- Creates an opportunity to establish favourable community relations
- Provides access to extensive networking opportunities
- Volunteer recognition
- Improve your presentation skills
- Develop your leadership skills
- This is an opportunity to promote your company/industry and career decisions

Screening measures

- Volunteer registration form online
- Interview
- Signed Volunteer agreement including code of conduct
- Orientation and training

Boundaries and Limits

- No financial responsibilities
- Adherence to JANS policies and procedures

Supervisor, Evaluation and Success measures

- JA Program Staff and classroom teacher
- Student feedback forms

PROGRAM MANAGERS:

Contact the JA Office for the appropriate Program Manager.

Phone: (902) 454-4564

Fax: (902) 454-4514

Date position developed: _____

Date approved: _____

Signature: _____

Reviewed and revised date: _____

Signature: _____